

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Social Welfare Department – APSWREI Society – Conducting of Counseling on transfers for the year 2011-2012 – Approval of transfer guidelines to the teaching, non-teaching staff working under APSWREI Society – Orders – Issued.

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**SOCIAL WELFARE (RS.1) DEPARTMENT**

G.O.Rt.No. 455

Dated: 04-06-2011.

Read the following:

1. G.O.Ms.No.93, Finance (DCM.III) Department, dt: 14-05-2011.
2. From the Secretary, APSWREIS, Hyderabad, Lr. No.G1/6512/2011, Dt: 28-5-2011.

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**ORDER :**

The Government in the reference 1<sup>st</sup> read above have relaxed ban on transfers for the period from 16-05-2011 to 15-06-2011 on certain conditions mentioned therein.

2. The Secretary, APSWREI Society, in the letter 2<sup>nd</sup> read above, has submitted proposals for approval of guidelines for conducting counseling for transferring the teaching and non-teaching staff under administrative control of APSWREI Society during the academic year 2011-2012 in terms of the orders issued in the G.O. 1<sup>st</sup> read above.

3. Government after careful examination of the above proposals hereby approve the guidelines appended herewith in the Annexure to this order.

4. The Secretary, APSWREI Society is directed to take necessary action accordingly.

5. This order is available in the internet and can be accessed at the address <http://goir.ap.gov.in>

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. RAYMOND PETER  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Secretary, APSWREI Society, A.P., Hyderabad.

**Copy to:**

All District Collectors in the State.

The P.S to Hon'ble Minister (Social Welfare)

The P.S to Principal Secretary, (Social Welfare).

SF/SCs.

// FORWARDED:: BY ORDER //

SECTION OFFICER

Annexure to G.O.Rt.No. 455, SW [RS.1], Dept., dt.04.06.2011

**GUIDELINES FOR REGULATING TRANSFER OF STAFF IN APSWREI  
SOCIETY, HYDERABAD FOR THE YEAR 2011-2012**

1.	<b>Short Title</b>	These rules may be called the Andhra Pradesh Social Welfare Residential Educational Institutions Society Teaching and Non-teaching Staff and Principals Transfers (Regulation of Transfers) Rules, 2011.
2.	<b>The following Committees are competent to make transfers:-</b>	
	<b>Constitution of the Committee</b>	<p><b><u>(A) For the transfer of Principals (State Cadre)</u></b></p> <p>The Committee shall consist of the following namely:-</p> <p>(a) Vice-Chairman, APSWREIS - Chairman (b) Secretary, APSWREIS - Member Secretary</p> <p>The Committee shall be the competent authority for transfer of Principals working in APSWR Institutions, in the clear vacancies.</p> <p>One Office bearer from each of the Association listed in Joint Staff Council can be allowed to witness counseling process.</p> <p><b><u>(B) For the transfer of teaching and non teaching staff (Zonal Cadre)</u></b></p> <p>The Committee shall consist of the following namely:-</p> <p>(a) Secretary, APSWREIS - Chairman (b) Zonal Officer concerned - Member Secretary</p> <p>One Office bearer from each of the Association listed in Joint Staff Council can be allowed to witness counseling process.</p> <p>The Committee shall be the competent authority for transfer of all categories of Teachers and non-teaching staff in the cadre of Superintendent and Sr.Asst., working in APSWR Institutions, in the clear vacancies.</p> <p><b><u>(C) For the transfer of non-teaching staff (District Cadre)</u></b></p> <p>The Committee shall consist of the following namely:-</p> <p>(a) Zonal Officer concerned - Chairman (b) Convener Principal of the Concerned Dist - Member Secretary</p> <p>The Committee shall be the competent authority for transfer of all categories of Non-Teaching Staff (District Cadre) working in APSWR Institutions, in the clear vacancies.</p>

		One Office bearer from each of the Association listed in Joint Staff Council can be allowed to witness counseling process.
3.	<b>Principals / Teachers / Non-teaching staff to be transferred compulsorily.</b>	<p>The following categories of employees shall be transferred compulsorily:-</p> <p>(1) a) All the Principals who have completed 4 years of service in a particular School in all categories of posts on or before <b>15.05.2011</b>.</p> <p>b) The Principals of the institutions where failure % is more than 20 % in SSC in the last 2 years or the failure percentage is more than 30% in Intermediate in the last two years, such Principals will be compulsorily transferred, even if they have not completed 2 years. Such Principals will be given posting by the Secretary separately.</p> <p>(2) a) All the teachers who have completed 5 years of service in a particular School in all categories of posts as on <b>15.05.2011</b>.</p> <p>b) The teachers in whose subject failure % is more than 20% in S.S.C in the last 2 years or the failure percentage is more than 30% in Intermediate in the last two years, such Teachers will be compulsorily transferred, even if they have not completed 2 years. Such Teachers will be given posting separately by the Secretary.</p> <p>(3) All the Non-teaching staff who have completed 5 years of service in a particular School in all categories of posts as on <b>15.05.2011</b>.</p> <p>(4) For girls institution, women will be called for counseling first. After exhausting the women teachers, men with above 50 years of age will be given chance for opting to girls' institutions and spouses below 50 years of age were considered on merits. No deviations in this regard shall be permitted.</p> <p>(5) The Principals Grade-I should opt only for upgraded institutions and they should take the responsibility for Intermediate Results also and liable for punishment for poor results in Intermediate 1<sup>st</sup> year and 2<sup>nd</sup> year also.</p> <p>(6) In respect of the contract teachers whose services were regularized in terms of GO 59 during 2007 and in the subsequent years, these teachers who have completed 5 years of service as on 15.05.2011 in the present place of working will be transferred compulsorily. The service rendered by them on contract and regular put together in the same institution will be reckoned for counting the service of 5 years [exclusively for transfer counseling only].</p> <p>(7) The Teachers / Non-teaching who have completed 5 years service and Principals who have completed 4 years service will be transferred during counseling to the available left over vacancies even if they do not attend for counseling, though they were on leave and</p>

		though they do not submit the application on that date.
4.	<b>Principals / Teachers / Non-teaching staff not to be transferred.</b>	<p>(1) Principals / Teachers / Non-teaching staff with less than [2] years of service in the present place of working as on <b>15.05.2011</b> should not be transferred.</p> <p>(2) All the categories of the employees who are retiring on or before <b>30.06.2012</b> shall not be transferred.</p>
5.	<b>Principals / Teachers / Non-teaching staff eligible to apply for transfer.</b>	<p>[a] Principals / Teachers / Non-teaching staff with a service of [2] years and above as on <b>15.05.2011</b> only are eligible to apply for transfer.</p> <p>[b] In respect of the contract teachers whose services were regularized in terms of GO 59 during 2007 and in the subsequent years, they should complete 2 years of service to apply for transfer. Similarly, these teachers who have completed 5 years of service as on 15.05.2011 in the present place of working will be transferred compulsorily. The service rendered by them in the same institution on contract and regular put together will be reckoned for counting the service of 2 / 5 years. [exclusively for transfer counseling only]</p> <p>[c] The staff [self] suffering with cancer, heart operations, Neuro surgery, Bone TB, Kidney transplantation will be permitted to attend counseling though they have not completed [2] years of service at their present place.</p>
6.	<b>Principals / Teachers / Non-teaching staff not to be posted in the native Mandal / Dist.</b>	Teachers / Non-teaching staff transferred shall not be posted in the native Mandal. The Principals transferred shall not be posted in the native Revenue Division.
7.	<b>Posting of Principals / Teaching staff in remote areas.</b>	<p>The following are the remote areas identified and the Principals / Staff who have completed maximum period of service [4] / [5] years respectively and who secured lowest weightage marks shall be posted in the remote areas notified and after filling up of the vacant posts in remote areas first in Category-IV given, then only the filling up of posts in other areas shall be taken up.</p> <p><b><u>Zone-I</u></b>  <b><u>Srikakulam dist</u></b>  1.Pathapatnam, 2.Vangara, 3.Bhamini, 4. Mandasa</p> <p><b><u>Vizianagaram dist</u></b>  1.Komarada, 2.Garugubilli 3.Vepada</p> <p><b><u>Visakhapatnam dist</u></b>  1.Konam, 2.Devarapalli</p> <p><b><u>Zone-II</u></b>  <b><u>East Godavari dist</u></b>  1.Godi, 2.A.Mallavaram</p> <p><b><u>Zone-III</u></b>  <b><u>Prakasam dist</u></b>  1.Racherla,</p> <p><b><u>Nellore dist</u></b>  1.Dakkili,</p>

		<p><b><u>Zone-IV</u></b>  <b><u>Chittoor dist</u></b>  1.Kuppam, 2.Ramakuppam, 3.Satyaveedu  <b><u>Kadapa dist</u></b>  1.B.Matham, 2.Gundlakunta, 3.Rajupalem, 4.Sagileru  <b><u>Anantapur dist</u></b>  1.Brahmasamudram,2.Amarapuram, 3.Thimmapuram.  <b><u>Kurnool dist</u></b>  1.Aluru  <b><u>Zone-V</u></b>  <b><u>Adilabad dist</u></b>  1.T.Sirpur, 2.Chennur (Indaram), 3.Boath, 4.Mudhole  <b><u>Khammam district.</u></b>  1. Adavimallela, 2.Annapureddy Palli  <b><u>Zone-VI</u></b>  <b><u>Medak dist</u></b>  1.Ramakkapeta, 2.Narayanakhed, 3.Nallavagu  <b><u>Nizamabad dist</u></b>  1.Takkadapalli, 2. Eklara  <b><u>Nalgonda</u></b>  Mattampalli  <b><u>Mahaboobnagar dist</u></b>  1.Gattu, 2. Mannanur, 3.Lingal  <b><u>Ranga Reddy dist</u></b>  1.Nancherla</p> <p>The staff who have already worked once in remote areas will be considered for exemption in posting remote areas.</p>															
8.	Shifting of Male Principals / Teachers working in girl's institutions	<p>[1] The male teachers working in girl's institutions below the age of 50 years will be shifted. If the male teachers are not adjusted in boy's institutions, female teachers working in boy's institutions shall be posted in girl's institutions excluding spouses.</p> <p>[2] If any female teacher opts for a place in any Girls institution where a male teacher is working, that male teacher will be immediately shifted.</p> <p>[3] If no female teacher has opted, male teachers (with spouse case) working in girls institutions will be continued, only till the moment regular / contract female are posted in that institution.</p>															
9.	Schedule of transfers.	<p>The schedule of transfers is as follows:</p> <p>a) Last date for receipt of applications :</p> <p><b><u>05-06-2011</u></b> for Principals, Teaching and Non-teaching staff</p> <table> <tr> <td>b) Date of Counseling for Zone-I</td> <td>:</td> <td rowspan="8"> } To be finalized by the Secretary, APSWREI Society. </td> </tr> <tr> <td>c) Date of Counseling for Zone-II</td> <td>:</td> </tr> <tr> <td>d) Date of Counseling for Zone-III</td> <td>:</td> </tr> <tr> <td>e) Date of Counseling for Zone-IV</td> <td>:</td> </tr> <tr> <td>f) Date of Counseling for Zone-V</td> <td>:</td> </tr> <tr> <td>g) Date of Counseling for Zone-VI</td> <td>:</td> </tr> <tr> <td>h) Date of Counseling for Principals</td> <td>:</td> </tr> </table>	b) Date of Counseling for Zone-I	:	} To be finalized by the Secretary, APSWREI Society.	c) Date of Counseling for Zone-II	:	d) Date of Counseling for Zone-III	:	e) Date of Counseling for Zone-IV	:	f) Date of Counseling for Zone-V	:	g) Date of Counseling for Zone-VI	:	h) Date of Counseling for Principals	:
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h) Date of Counseling for Principals	:																

10.	<b>Venue of counseling For Principals / teachers &amp; Non-teaching staff of all Zones</b>	<p><u>For the teaching and non-teaching staff</u> At the concerned Zonal Offices located in 6 Zones. Time : 10.00 AM onwards.</p> <p>For Principals at Society Head Office.</p> <p>The transfer counseling of Class-IV to JACT cadre shall be conducted by the Zonal Officers and Convenor Principals at Zonal Points by fixing a convenient date before <b>15.06.2011</b> as per the guidelines issued by Govt.</p>
11.	<b>Entitlement of points</b>	<p>The points shall be awarded to the Principals / Teachers / Non-teaching staff who applied for transfers as follows:</p> <p><b><u>A) As per the location of the APSWR Institutions</u></b> throughout the State, categorization of Institutions is made in the following groups.</p> <ol style="list-style-type: none"> <li>Category-I: All habitations / Towns where 20% &amp; 30 % HRA is admissible.</li> <li>Category-II: All habitations / Towns where 14.5% HRA is admissible.</li> <li>Category-III: All habitations / Towns where 12% HRA is admissible.</li> <li>Category-IV: All habitations / Towns where 12% HRA is admissible, and remote areas.</li> </ol> <p><u>Weighatage for category of schools:</u></p> <ol style="list-style-type: none"> <li>For service in category-IV areas : 10 points per every year of service completed.</li> <li>For service in category-III areas : 7 points per every year of service completed.</li> <li>For service in category-II areas : 4 points per every year of service completed.</li> <li>For service in category-I areas : 1 point per every year of service completed.</li> </ol> <p>Thus the transfers shall be effected from focal [Category-I &amp; II] to non-focal [Category-III &amp; IV], non-focal to non-focal or from non-focal to focal posts only. In no case, persons will be transferred from one focal post to another focal post.</p> <p><b>Note:-</b> The teaching and non-teaching staff who took extension, even after completion of 5 years, the entitlement points will be calculated for 5 years only and in respect of Principals 4 years only</p> <p>The following groups of institutions are located either at the same station or in very close vicinity. Therefore, staff working in the following groups of stations shall not be entitled to opt for the remaining other schools in the same group.</p> <ol style="list-style-type: none"> <li>Duppalavalasa-Etcherla-Srikakulam - [Srikakulam]</li> <li>Meghadrigadda - Srikrishnapuram, [School of Excellence].</li> <li>Ramanaiahpet-S.M.Nagar -Chollangipeta [East Godavari]</li> <li>L.N.Puram - Kothur [JC] – [East Godavari]</li> <li>Retur at Bapatla – Bapatla, Kakumanu[RPRP] - [Guntur]</li> <li>Naidupet (S) - Pudur at Naidupet (RPRP) - [Nellore]</li> </ol>

		<p>7. Kurugunta (S) - Kurugunta (JC) - [Anantapur]  8. Pulivendula – [School of Excellence], Pulivendula School.  9. Allagadda-Allagadda [RPRP] – [Kurnool]  10. Khammam (S) - Khammam (JC) - [Khammam]  11. Dharmaram - Nizamabad - [Nizamabad]  12. Palvoncha(S) - Palvoncha (LTBC) - [Khammam]  13. Vikarabad (S) - Shivareddipet (LTBC) - [R.R.Dist.]  14. Ibrahimpatnam - Nallakanche (RPRP) - [RR Dist.]  15. Hathnoora (S) - Hathnoora (JC) - [Medak]  16. Karimnagar - Karimnagar, [School of Excellence]  17. Shaikpet - M.Hills, LTBC, Hyd., Narsingi  Chilkur, Gowlidoddi - [Hyd.]  Chitkul, IIT Nagole, Isnapur [Sangareddy]</p> <p><b>Vacancies in school of Excellences will not be opened for counseling.</b></p> <p><b><u>B) Service as a Principal / Teacher / Non-teaching staff:</u></b></p> <p>i. One point for (5) years of service in the present cadre as on <b>15.05.2011</b>.</p> <p>ii. When more than one employee opts for a particular place, the preference will be given to the senior most employee subject to the employee not having charges pending against him/her.</p>
12.	<b>Special categories</b>	<p>(i) (5) entitlement points for Principals / Teachers / Non-teaching whose spouses are working in Government or Local Body or Aided Institutions in the same Zone / District and opted for transfer nearer to their spouses only. [Only one of the spouses will be shifted following prescribed procedure.]</p> <p>(ii) [5] entitlement points will be allowed to [5] recognised Associations listed in the Joint Staff Council, for President [1 No.], General Secretary [1 No.], Associate President [3 Nos.], Treasurer [1 No.] and Organising Secretary [3 Nos.].</p> <p><b>Note:-</b> A copy of certificate issued by the competent authority shall be enclosed to the checklist to consider their cases under special categories (i) and (ii).</p> <p><b><u>(iii) Outstanding Performance: [Principals &amp; Teachers]</u></b></p> <p>Two points for achieving 100% 1<sup>st</sup> classes during 2010-11 and 100% results in Public Exams for the last two consecutive academic years.</p>
13.	<b>Preferential Categories</b>	<p>i) Employees with disabilities of 40 % or more as certified by a competent authority as per “Persons with Disabilities (P.W.D) (Equal opportunities, protection of rights and full participation) Act, 1995.</p> <p>ii) Medical grounds for the diseases [either self or spouse or dependent children or dependent parents] of Cancer, Heart Operations, Neurosurgery, Bone TB, Kidney transplantation to places where such facilities are available.</p> <p>The transfers of these preferential categories will be taken first in the counseling.</p>

		<p><b>Note:-</b> A copy of certificate issued by a competent authority should be enclosed to the application to consider their cases under preferential category on medical grounds.</p> <p>iii) If any of eligible teaching staff who have voluntarily opted to go for remote areas, their request will be considered first.</p>
14.	<b>Submission of applications</b>	<p>(a) The employees have to indicate 3 places in order of preference in their application.</p> <p>(b) The Principals / Teachers / Non-teaching staff who have completed two years and who are interested for transfer may apply.</p> <p>(c) The maximum period of service for considering compulsory transfers to the teachers/Spl Teachers handling NCC Unit is 8 years.</p>
15.	<b>Applications to be submitted to the ZOs</b>	Teachers & Non-teaching shall submit their applications with the attestation of the Head of Institution to the Zonal Officers concerned and a copy of the same shall be kept with them. Principals shall submit their applications, to the Head Office.
16.	<b>Transfer requests for reposting</b>	The Principals / Teachers / Non-teaching who requested for reposting on return from leave who are not eligible for transfer as per these guidelines shall be posted in the same schools only. For any reason the said post is not vacant, the proposal shall be furnished to the Secretary, APSWREI Society for issue of posting on administrative grounds.
17.	<b>Notification of all vacancies and names of the applicants.</b>	<p>The lists of category wise schools (I, II, III &amp; IV), the names of the Principals / Teachers / Non-teaching to be transferred as per entitlement points and the vacancy list shall be displayed at the counseling centers.</p> <p><b>The following vacancies will be notified for the transfer counseling:-</b></p> <ol style="list-style-type: none"> <li>1. The places of teaching and non-teaching staff who have completed 5 years of service in the regular schools will be considered as vacancies irrespective of their gender for transfer counseling.</li> <li>2. Candidates working on deputation basis in regular vacancies will be treated as a vacancy for transfer counseling</li> <li>3. TGTs working against PGT and JL vacancies and PGTs working against JL vacancies or vice versa in regular schools will be declared open for transfer counseling.</li> <li>4. Male teaching staff aged less than 50 years working against female regular vacancies in the girls institutions will also be declared open for transfer counseling excluding spouses.</li> <li>5. Clear vacancies in Regular and DPIP and RPRP Institutions will be declared open for transfer counseling.</li> <li>6. Teachers in whose subject failure % is more than 20% in the last two years in S.S.C or failure</li> </ol>



		<p>percentage is more than 30 % in Intermediate, such Teachers will be compulsorily transferred, even if they have not completed 2 years. Their places will also be shown as vacant.</p> <p>7. The places where contract teachers working in regular institutions shall be shown as vacant for the purpose of transfer counseling of regular teachers.</p> <p>[Posting of teaching staff in remote areas will be taken up first].</p>
18.	<b>Display of transfers Effected</b>	The transfers effected will be displayed on Society Website and at concerned Zonal Office.
19.	<b>Punishment for furnishing false information</b>	The Principals / Teachers / Non-teaching who have submitted false information and certificates and the Officers who have countersigned the information, shall be liable for disciplinary action as per rules in addition to filing of criminal cases against them.
20.	<b>Other conditions</b>	<p>i. If the employees, who have put in more than 2 years of service, constitute more than 20% of the total strength, the employees who have put in longer service at a particular station shall be transferred without exceeding the overall ceiling of 20%.</p> <p>ii. The employee transferred would be deemed to be relieved at the end of 7 days of the receipt of the order.</p> <p>iii. Inter zonal transfers/deputations intrazone or inter zone shall not be considered.</p> <p>iv. The provisions of G.O.Ms.No.610, GA [SPF-A] Dept., dt.30.12.1985 will be strictly adhered to and the ratios prescribed maintained.</p> <p>v. In upgraded science boys institution either Art or Craft Teacher will be posted and in upgraded science girls institution either Music or Craft teacher will be posted [no two Art teachers / two craft teachers / two Music teachers will be posted in one institution. One common merit list for male Art and Craft teachers and one common merit list for Female Craft and Music teachers will be prepared for counseling.</p>
21	<b>Appeal</b>	An appeal against any order of the transfer Committee shall lie with the Chairman, APSWREIS within 10 days from the date of receipt of such order.

**J. RAYMOND PETER**  
**PRINCIPAL SECRETARY TO GOVERNMENT**